

Certificate of Occupancy Permit Application

Date Received:

Business Address	Suite	Zip	Square Feet
Business Name	Type of Business		Phone
Owner Name			Phone
Owner Address	City/State	Zip	Alt. Phone
Billing Address (Billing for Annual Fire Inspections)	City/State	Zip	Alt. Phone
Email			

Driver's License #	State	Attach a copy of valid drivers license or Government Issued I.D.
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<input type="checkbox"/> Same Business/New Name or Owner	<input type="checkbox"/> New Business to City	<input type="checkbox"/> Same Business/Relocation
Type of trash service? <input type="checkbox"/> Shared Dumpster <input type="checkbox"/> Private Dumpster <input type="checkbox"/> Commercial Hand load		
Will you be collecting sales tax? <input type="checkbox"/> Yes <input type="checkbox"/> No	Tax ID number:	
Automatic sprinkler for fire protection? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, occupancy or sq. ft. may require fire sprinkler.	
Monitored fire alarm? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, occupancy or sq. ft. may require fire alarm.	
Commercial kitchen exhaust hood? <input type="checkbox"/> Yes <input type="checkbox"/> No	Automatic fire extinguishing system is required.	
Will you provide massage therapy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide copy of the State/TDLR License.	
Will there be hazardous material? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide appropriate paperwork.	
Will you have a Grand Opening? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide details on separate sheet.	
Will there be a permanent sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a permit is required.	
Will there be a temporary banner sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a permit is required.	
Will food be prepared or served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact the Tarrant County Health Department.	
Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact City Secretary's office	
Will second hand goods be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	Second-Hand Dealer permit may be required.	

Quantity	Description	Fee Each	Fee
	Certificate of Occupancy Building Inspection Fee	\$60.00	
	Certificate of Occupancy Fire Marshal Inspection Fee	\$60.00	
	Certificate of Occupancy Reconnection Inspection Fee	\$63.00	
		Total	\$ -

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the City of Bedford. Permits obtained shall not give authority to violate health and safety violations. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the property or the duly authorized agent.

<input type="checkbox"/> Submit application and pay by cash, check or credit card in person.
<input type="checkbox"/> One time charge on my credit card. Application by fax or mail. (credit card payment form required)

Permission is hereby granted to enter the premises and make all inspections

Applicant Name (Print)	
Applicant Signature	Date:

Office Use

Approval to Issue Permit	Date	Zoning	Occupant Load
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Certificate of Occupancy Information

All Commercial businesses in Bedford must have a Certificate of Occupancy. This includes new business, business name changes, new location of business, or expansion of business.

New Business, Expansion, Owner Change, Name Change:

- ☐ Apply at City of Bedford for a Certificate of Occupancy permit.
 - ✓ \$60.00 for Building Inspection fee (no utilities)
 - ✓ \$60.00 for Fire Marshal inspection fee
 - ✓ \$63.00 for Reconnect/Release of utilities to utility provider. **Tenant must contact utility provider.*
 - ✓ **\$183.00** Total for all of the above
- ☐ **You must call and apply for service (electric/gas) with a utility provider. If you do not make application with a provider, the utility (electric/gas) may not be established. The utility provider's application is valid for 20 days. You must make application with each utility company to establish utility service in your name. Please attempt to complete the Certificate of Occupancy process within a twenty (20) day time period to avoid expiration of the utility provider's application.**
- ☐ If you will be collecting Sales Tax a copy of your "Texas Sales and Use Permit" **must be submitted with your application.**
- ☐ If the place of business requires a Grease Interceptor or a backflow device for protection of the public water system, please contact **Public Works to complete all necessary documents for registration.**

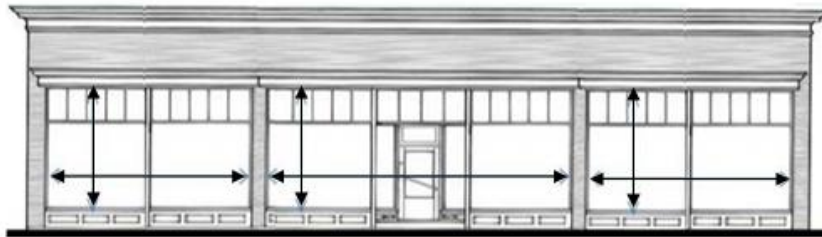
City of Bedford
Public Works Department
1813 Reliance Pkwy.
Bedford, TX 76021
817-952-2200
- ☐ Once your Certificate of Occupancy application is approved, the City will contact you to for final signatures and payment to complete the permitting process.
- ☐ Prior to opening the business or conducting business operations, you will be required to schedule an inspection with the Building Inspections Division, the Fire Marshal's office and the Tarrant County Public Health Department (if applicable, such as a food establishment). ****Note:** All furniture and fixtures must be in place prior to the inspection.
- ☐ If an inspection is denied for any reason, it will be your responsibility to contact the appropriate Department/Division such as the Building Inspections Division and/or the Fire Marshal's office to schedule a re-inspection.
- ☐ **All inspections from the Building Inspections Division, Fire Marshal's office and the Tarrant County Public Health Department (if applicable) must be approved before operating the business.**
- ☐ The City will provide a copy of the inspection report indicating approval or denial.
- ☐ After all inspections are complete, the permanent Certificate of Occupancy will be processed. Please indicate if you would prefer the certificate to be mailed to you, or if you will pick it up.

CITY OF BEDFORD
SIGN ORDINANCE NO. 16-3167

Section 6-70 (h) Window Signs

1. No sign permit required. Window Signs shall be regulated in districts zoned “S”, “L”, “H”, “T”, “PUD”, “MHC” and non-residential uses that are permitted in residentially zoned districts.
2. With the exception of illuminated Open/Closed Signs, Window Signs shall not be illuminated.
3. Window signs may occupy a maximum of 33% of the window area.
4. Window area for window signs shall be calculated by multiplying the window width times the height of each window area, including the mullions but excluding building cladding.
5. Where a window sign consists solely of lettering or other sign elements printed or mounted on a window of a building without any distinguishing border or background, the entire area within a circle, triangle, or parallelogram enclosing the extreme limits of writing, representation, emblem, or any figure of similar character shall be treated as a single sign for purposes of area computation.
6. Window signage shall not obstruct the view of any cashier area.
7. Window signs shall be limited to the first floor of a multi-story building.
8. In addition to Window Signs, illuminated Open/Closed Signs shall be limited to one (1) per street frontage and shall:
 - (a) Only read “Open” or “Closed”.
 - (b) Only be located in the window of the business.
 - (c) Remain static and not blink, flash, oscillate or intermittently turn on and off.
 - (d) Not exceed four (4) square feet in sign area.
9. The following shall be exempt:
 - (a) Non-Illuminated addresses, hours of operation, credit card logos, signs allowed by Local and State law, Local and State mandated signage and signs that display the words “Now Hiring” only and do not include a commercial message or any form of advertisement.
 - (b) Mannequins and storefront displays of merchandise visible from the public right-of-way.

Example: Window area calculation not to exceed 33%.



Width x height of window including mullions

LIGHTED WINDOW SIGNAGE
PROHIBITED USES

Section 6-74 (j) Prohibited Signs

With the exception of illuminated Open/Closed signs, exposed neon tubing, luminous tubing, LED or any luminous lighting product that is specifically placed to draw attention to, shall not be used for display inside, outside, or outline of, any window or portion of a window.

Section 6-74 (j) Prohibited Signs

With the exception of illuminated Open/Closed signs, no other luminous signs shall be used for display in a window, or portion of a window.

GRAND OPENING SIGNAGE

Section 6-70 (d) Grand Opening Signs

Grand opening events may utilize inflatable objects, pennant flags, feather flags and banner signs for a period not to exceed 30 days. Grand opening events are limited to the first 90 days after a certificate of occupancy has been issued. No searchlights or flashing type lights are allowed and are strictly prohibited during these events. When an existing business has substantially remodeled, as determined by the building official, the business will have the option of having a Re-Grand Opening. Permit is required.

Additional applications, ordinance information and requirements may be viewed at the City of Bedford Website <http://www.bedfordtx.gov/development/permits/>

HELPFUL NUMBERS

<u>Inspection Division (Inspection Request Line)</u>	<u>817-952-2155</u>
<u>Fire Marshal Office (Inspection Request)</u>	<u>817-952-2500</u>
<u>Inspection Division Office</u>	<u>817-952-2140</u>
<u>Public Works Department</u>	<u>817-952-2200</u>
<u>Planning and Zoning Department</u>	<u>817-952-2125</u>
<u>Economic Development</u>	<u>817-952-2169</u>
<u>Tarrant County Public Health Department</u>	<u>817-321-4980</u>
<u>Tarrant County Tax Assessor</u>	<u>817-884-1100</u>

CERTIFICATE OF OCCUPANCY INFORMATION

RECEIPT
AND
ACKNOWLEDGEMENT

This form shall be signed by the applicant prior to approval of a Certificate of Occupancy permit application

This form will be attached to the approved Certificate of Occupancy Permit on file

I have read the information provided in the Certificate of Occupancy Information packet and hereby agree that if a Certificate of Occupancy permit is issued, all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not.

I hereby agree to comply with all State and Local laws and Ordinances.

Name: _____
(Print)

Name: _____ *(Signature)* Date: _____